

## **What Does Your Maintenance Fee Pay For?**

### **Management and Office Operations**

1. Staff Salaries and Benefits – on-site manager and maintenance personnel
2. Telephone answering service
3. Accounting service and payroll preparation
4. Photocopying, printer ink, file folders and miscellaneous office supplies
5. Postage
6. Office equipment, phone, printer, computer, etc. for on-site office, as well as maintenance
7. Collection, processing, delinquency management, etc. regarding owner maintenance fees and other owner payments
8. Purchasing and invoicing
9. General project management by Leyendecker Management Services

### **Utilities**

1. Gas (Association boilers)
2. Water (common areas and owners' units)
3. Common Area Electricity

### **Insurance and Common Area Taxes**

Common elements/areas only. The Association does not carry flood insurance, and owners are responsible for their flood, contents, etc. insurance.

### **Plumbing**

1. Clearing main sewer lines
2. Repairing leaks behind walls in individual units for common lines only
3. Maintenance and replacement of common area plumbing equipment, including outside faucets, Clubhouse and boilers

### **Lighting and Electrical**

1. Replacing light bulbs for common area lighting including courtyards, and replacing light bulbs and fixtures outside owners' front doors
2. Maintenance and replacement of sprinkler timers
3. Common area lighting including on-site manager's office, pool areas, tennis court area, store rooms, maintenance room, boiler rooms and the Clubhouse

### **Landscaping and Lawn Maintenance**

1. Regular mowing, edging and trimming.
2. Regular mulching and fertilizing
3. Pruning, planting and replacements
4. Irrigation repairs/replacement

### **Cleaning the Grounds**

1. Monitoring the common grounds daily to remove litter, debris and waste from Pet Stations
2. Sweeping the walkways, driveways, decking and all common areas
3. Clearing courtyard drains and other common area drains

**Extermination**

1. Treating the property, as needed, for fire ants
2. Quarterly termite inspections and treatment of the common areas

**Courtesy Officer(s)**

1. Immediately reporting unknown persons or anything suspicious to Courtesy Officer(s)
2. Key control
3. Ensuring Courtesy Officer(s) patrol the property regularly

**Exterior Maintenance**

1. Repairing, replacing, cleaning and painting all exterior stucco, stairs, siding and trim. This includes painting front doors and caulking window frames.
2. Repairing and replacing area exteriors, including common area fences, gates, stepping stones, concrete walks, and wood/concrete decks
3. Replacing and repairing driveways, sidewalks, car stops, carports, speed bumps and parking areas
4. Repainting car stops including the reserved numbers
5. Painting the white lines in parking spaces
6. Maintaining the tennis court

**Interior Maintenance**

1. Cleaning and maintaining the Clubhouse including janitorial supplies

**Pool Maintenance**

1. Cleaning the (2) pools three times weekly, as well as pool maintenance
2. Daily testing of the pool chemicals
3. Maintaining and cleaning the pool furniture

**Legal Expenses – Association and Owner Related****Accounting Fees – Annual Audit and Tax Return****Trash Collection and Disposal****Roofing Maintenance and Repairs****Gutter and Downspout Maintenance****Monthly Contributions to the Association's Reserve Fund – Capital Expenses/Improvements/Replacements**